

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****5/5/2022**

City of Hendersonville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction engineering and inspection (CEI) for the construction of **PIN 117016.00 Drakes Creek/Sanders Ferry Bike Trail**, which is a federally funded project. This project consists of approximately 6,100 linear feet of trail, beginning near the intersection of Johnny Cash Parkway and Sanders Ferry Road and ending near Mallard Point Park. The greenway will consist of concrete trail, pedestrian bridges, and landscaping. In addition, pavement markings will be installed along existing asphalt roads to provide bike traffic from the end of the greenway trail near Mallard Point Park to the intersection of Sanders Ferry Road and Waters Edge Lane.

The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Construction engineering and inspection,
- Erosion prevention and sediment control (EPSC) inspection,
- Utility coordination services,
- Surveying,
- Materials testing,
- Coatings inspection,
- CPM schedule review,
- Related administrative assistance,
- Any other construction engineering and inspection services needed to construct the project.

Estimated Schedule for Performance of Work

- **Estimated start of construction: July 1, 2022**
- **Estimated completion of project: June 25, 2023**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Hendersonville, 101 Maple Drive N Hendersonville, TN 37075 Attn: Sarah Lock, PE**. All letters of interest must be received by **City of Hendersonville** on or before **May 20, 2022**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment for this contract will be lump sum.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Work experience in the required discipline.**
- **Specialized expertise related to projects similar in scope and size.**

- **Prequalification Type: Unlimited.**
- **Workload capacity, including the amount of work under contract with the Agency.**

From the letters of interest, **City of Hendersonville** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

City of Hendersonville will evaluate the top 3 firms on the following criteria (relative weight):

- a. Workload capacity; including the amount of work under contract with the Agency, if applicable (25%)**
- b. Past performance on agency projects (25%)**
- c. Experience and qualifications of the firm specific to STBG, TAP and CMAQ funded projects (20%)**
- d. Size of project and limited or unlimited prequalification status including evidence that the Firm's experience derives from projects that are comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency (20%)**
- e. Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **City of Hendersonville**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.